

Sample

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**ONE ORIGINAL AND ONE COPY OF THE PROPOSAL ARE REQUIRED. ADDITIONAL COPIES MAY BE SPECIFIED BY INDIVIDUAL DOH PROGRAMS.**

**ALL MAIL-INS MUST BE POSTMARKED BY USPS BEFORE 12:00 MIDNIGHT,  
January 10, 2003**

### **All Mail-ins**

Department of Health  
Administrative Services Office  
P.O. Box 3378  
Honolulu, Hawaii 96801-3378

### **DOH RFP COORDINATOR**

Valerie Ako  
For further info. or inquiries  
Phone: 586-4550  
Fax: 586-4649

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M.,  
January 10, 2003.**

### **Drop-off Sites**

For applicants located on Oahu:

Department of Health  
Administrative Services Office  
Room 310, Kina'u Hale  
1250 Punchbowl Street  
Honolulu, Hawaii  
Office

For applicants located on Maui:

Department of Health  
Maui District Health Office  
State Office Building, 3rd Floor  
54 High Street  
Attn: DOH Admin. Svcs.

For applicants located in East Hawaii:

Department of Health  
Hawaii District Health Office  
State Office Building, Room 105  
75 Aupuni Street  
Attn: DOH Admin. Svcs. Office

For applicants located on Kauai:

Department of Health  
Kauai District Health Office  
Lihue Health Center  
Lihue, Kauai  
Attn: DOH Admin. Svcs. Office

For applicants located in West Hawaii:

Department of Health  
Kealahou Business Plaza  
81-980 Haleki'i Street  
Kealahou, Hawaii  
Attn: DOH Admin. Svcs. Office

**BE ADVISED:** All mail-ins postmarked USPS after 12:00 midnight, January 10, 2003, will not be accepted for review and will be returned.

**Hand deliveries will not be accepted after 4:30 p.m., January 10, 2003.**

**Deliveries by private mail services such as Fedex shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., January 10, 2003.**